

Community Services and Development

# CSBG Recovery Act Local Plan Instructions

April 29, 2009



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***CSBG Recovery Act Local Plan Checklist (submit with plan)***

# **General Overview**

## **Overview**

### **Background**

On February 17, 2009, the American Recovery and Reinvestment Act (Recovery Act) of 2009 was signed into law by President Barack Obama. The Recovery Act provides for approximately \$89 million dollars in additional funds to the Community Services Block Grant program for California. The purpose of the Recovery Act is to create sustainable economic resources in communities.

### **Use of Funds**

The Recovery Act states that all recovery funds may be used for carrying out activities under sections 674 through 679 of the Community Services Block Grant Act. Through the use of the funds eligible entities will achieve this by:

- 1) Providing a wide range of innovative employment-related services and activities tailored to the specific needs of their community;
- 2) Using funds in a manner that meets the short-term and long-term economic and employment needs of individuals, families, and communities; and
- 3) Making meaningful and measurable progress toward the reform goals of the Recovery Act with special attention to creating and sustaining economic growth and employment opportunities.

### **Purpose of the CSBG Recovery Act Local Plan**

In an attempt to gauge a complete view of the potential usage of the Recovery Funds in California, the Department of Community Services and Development (CSD) is requiring agencies to submit a CSBG Recovery Act Local Plan. This plan will encompass many elements, including an estimate of the number of jobs created and retained, narratives on the types of projects and activities to be undertaken and infrastructure building in the community.

## **Submittal Requirements**

### **Submission Information**

Each CSBG Recovery Act Local Plan will need to be certified by the chair of the agency's Board of Representatives and the Executive Director. Once the CSBG Recovery Act Local Plan is completed, submit to CSD one original document (marked "Original") and one copy (marked "Copy"). The CSBG Recovery Act Local Plan must be received by CSD, no later than **May 11, 2009 at 5:00 p.m.** All plans should be sent to the following address:

Department of Community Services and Development  
Attention: Community Services Division  
P.O. Box 1947  
Sacramento, CA 95812-1947

## **General Overview**

### **Additional Submission Option**

The CSBG Recovery Act Local Plan may be submitted by email.

*By E-mail*

The Plan must be converted to .pdf format and emailed to [CSBGRecovery@csd.ca.gov](mailto:CSBGRecovery@csd.ca.gov).

The electronic file must include all required documents and the signatures of the board chair and executive director.

### **Critical Dates**

| Event                                       | Date              |
|---|-------------------|
| Local Plans Due from Eligible Entities      | May 11, 2009      |
| CSBG Recovery Act Local Plan Review by CSD  | May 11 – 13, 2009 |
| Release of State Plan (tentative)           | May 19, 2009      |
| Public Inspection of State Plan (tentative) | May 19, 2009      |
| State Plan Submitted to OCS                 | May 28, 2009      |

## **General Information**

### **Contents of CSBG Recovery Act Local Plan**

The CSBG Recovery Act Local Plan will require information in the following subject matters:

- General Plans
- Energy Coordination
- Workforce Development Projects and Activities
- Required Disclosures
- Barriers

### **Recovery Act Contract**

The Recovery Act contract will be separate from the regular CSBG contract. The contract is projected to begin on July 1, 2009 and end September 30, 2010.

### **Quality Assurance**

It is important to note that increased oversight of program operations, employees and subcontractors are critical components of the Recovery Act. Transparency and accountability will be essential.

### **Questions**

Please direct all questions to the agency's assigned field representative.

## **Specific CSBG Recovery Act Local Plan Instructions**

### ***Section I - Agency Information***

In this section, provide the agency name, address, and city. Also include the agency contact person, title, phone number, fax number and email address. The contact person information should be for the person that will be able to answer questions regarding the CSBG Recovery Act Local Plan. It is important that the contact person be available during the review period to answer any questions from CSD staff. This will ensure that plans are processed promptly.

### ***Section II - Certification***

This section requires the chair of the agency's board of representatives and the Executive Director to certify the contents and assurances associated with the CSBG Recovery Act Local Plan.

### ***Section III – Data Universal Numbering System (DUNS) Number***

The Recovery Act requires entities receiving funds to acquire a DUNS number. If the agency is in possession of a DUNS number, then they must report it in the area supplied. If the agency doesn't have a DUNS number, then they must first acquire one from the following portal for US Government contractors and grantees:

<http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=DDD013FAE24DE05BE778A49D4587C5E2>. Once the agency acquires a DUNS number, they must report it in the area supplied. All entities must report a DUNS number in Section III.

### ***Section IV - Central Contractor Registration (CCR)***

The Recovery Act requires entities receiving funds to register with the CCR. If the agency is in possession of a CCR number, then they must report it in the area supplied. If the agency does not have a CCR number, then they must first acquire one from the following portal for new CCR registrants: <http://www.ccr.gov/Start.aspx>. Once the agency acquires a CCR number, they must report it in the area supplied. All entities must report a CCR number in Section IV.

### ***Section V - Verification of Public Inspection***

Each agency shall post their CSBG Recovery Act Local Plan on their agency website for public inspection. This will need to be completed before May 11, 2009. In this section, the agency will indicate whether or not verification of public inspection is attached to the CSBG Recovery Act Local Plan. Also, the agency will need to submit documentation of the notification to the public (i.e., a screen print of the webpage containing the plan or another form documentation of notification of the public).

### ***Section VI - General Plan***

In this section, the agency will provide a comprehensive narrative for each question. The narrative should reflect any plans the agency has made to date. Please note that this section provides the agency with the opportunity to discuss specific plans for allocating

## Specific CSBG Recovery Act Local Plan Instructions

the Recovery Act funds, including administrative costs. Keep in mind that the purpose of the Recovery Act is to create and sustain economic growth and employment opportunities.

### ***Section VII – Energy Coordination***

In this section, the agency will provide a comprehensive narrative for each question. The narrative should reflect any plans the agency has made to date to coordinate with local energy providers to create jobs, develop dual client referrals and other collaborative efforts with the goal of achieving self-sufficiency for the low income.

### ***Section VIII – Workforce Development Projects and Activities***

*Section VIII* encompasses information that is mandated to be reported by the Office of Management and Budgets.

#### Questions A.1 – A.5

For the A series of questions, the agency will provide information on projects or activities that will be funded in part or totally by Recovery Act funds. For a description of the data elements see the subheading below labeled, Data Elements for questions A and B.

Questions A.1- A.5 relate to projects or activities directly administered by the agency.

Each agency is not limited to 5 entries for this section. Attach a page (clearly labeled) for additional entries.

For each project or activity, include the following:

#### Data Elements for questions A and B

- **Title of Project or Activity:** The title of the project or activity should capture the general focus area it is associated with.
- **Subcontractor Name:** The name of the delegate agency or other service provider the agency is subcontracting with using Recovery Act funds. (Questions B.1- B.5 only)
- **Estimate Number of Jobs Created or Retained:** Provide the number of jobs that were created or retained through the project or activity. It is important to note that a single job cannot be reported as both being created and retained. It will need to be classified as one or the other. However, one project or activity may both create a new job and retain a current job. (Ex.: ☒ **Created: 3** ☒ **Retained: 17. In this case, Project Z created 3 new jobs and retained 17 positions as a result of the Recovery Act Funds.**)
- **Cost:** Indicate the anticipated amount of Recovery Act funds that will be allocated to the project or activity. See *preliminary* allocation spreadsheet for the amount appropriated to your agency.
- **Description:** A description of the overall purpose and expected outputs and outcomes related to the project.

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### Questions B.1 – B.5

For the B series of questions, the agency will provide information on projects or activities that will be funded in part or totally by Recovery Act funds. Questions B.1-B.5 focus on projects or activities that have been subcontracted out by the agency. For a description of the data elements see the subheading above labeled, Data Elements for questions A and B. Each agency is not limited to 5 entries for this section. Attach a page (clearly labeled) for additional entries.

### Question B.6

Question B.6. The agency will describe the subcontractor(s) selection process/methods for those subcontractors funded in part or totally with Recovery Act funds.

### Question C

For question C, the agency will list all projects or activities that will be funded in part or totally by Recovery Act funds, the corresponding National Performance Indicator (NPI), and a description of the project or activity.

*Under the regular CSBG program, eligible entities use funds to provide services and activities addressing unemployment, education, better use of available income, housing nutrition, emergency services and/ or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act. In recognition of the intent of the Recovery Act, agencies are encouraged to support employment related services and activities that create and sustain economic growth.*

### Question D

For question D, the agency will provide comprehensive information on any infrastructure investments to be funded with Recovery Act funds. The agency will provide the purpose of the investment, total cost associated with the investment and the rationale for funding and infrastructure investment.

*A listing of the twelve NPIs is provided below.*

### **GOAL 1: Low-Income people become more self-sufficient.**

#### **NPI 1.1 Employment**

The number and percentage of low-income participants in community action employment initiatives who get a job or become self-employed.

#### **NPI 1.2 Employment Supports**

The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action.

#### **NPI 1.3 Economic Asset Enhancements and Utilization**

The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance.

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### **GOAL 2: The conditions in which low-income people live are improved.**

#### **NPI 2.1 Community Improvement and Revitalization**

Increase in or preservation of opportunities and community resources or services for low-income people in the community as a result of community action projects/initiative or advocacy with other public and private agencies.

#### **NPI 2.2 Community Quality of Life and Assets**

The quality of life and assets in low-income neighborhoods are improved by community action initiatives or advocacy.

### **GOAL 3: Low-Income people own a stake in their community.**

#### **NPI 3.1 Civic Investment**

The number of volunteer hours donated to Community Action.

#### **NPI 3.2 Community Empowerment through Maximum Feasible Participation**

The number of low-income people mobilized as a direct result of community action initiative to engage in activities that support and promote their own well-being and that of their community.

### **GOAL 4: Partnerships among supporters and providers of services to low-income people are achieved.**

#### **NPI 4.1 Expanding Opportunities through Community-Wide Partnerships**

The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes.

### **GOAL 5: Agencies increase their capacity to achieve results.**

#### **NPI 5.1 Broadening Resource Base**

The number of dollars mobilized by community action, including amounts and percentages.

### **GOAL 6: Low- Income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

#### **NPI 6.1 Independent Living**

The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services.

#### **NPI 6.2 Emergency Assistance**

The number of low-income individuals or families served by community action that sought emergency assistance.

#### **NPI 6.3 Child and Family Development**

The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals.



## **Specific CSBG Recovery Act Local Plan Instructions**

### ***Section IX – Required Disclosures***

In this section, the agency will disclose any non-CSD program unresolved findings and/or recommendations or terminations. The list shall include the name of the program, name of the non-CSD funding source, contact person, phone number and email address, current status and reason for termination, a summation of any findings and/or recommendations. In addition, disclose all legal proceeding the agency is currently or have been involved in the past three-year period. Include a brief summation of the proceeding and the status or outcome.

### ***Section X - Barriers***

In this section, the agency will describe potential barriers that may prohibit the agency from successfully meeting the requirements of the Recovery Act.

## **CSBG Recovery Act Local Plan Checklist**

The CSBG Recovery Act Local Plan must meet specific requirements as defined by law, and described in detail in this package. Once the CSBG Recovery Act Local Plan is completed, submit to CSD no later than **May 11, 2009 at 5:00 p.m.** (Refer to submittal requirements under the general overview)

The following is a check list of the components to be included in the CSBG Recovery Act Local Plan your agency submits to CSD:

- ☐ *Section I – Agency Information*
- ☐ *Section II – Certification*
- ☐ *Section III – Data Universal Numbering System (DUNS) Number*
- ☐ *Section IV – Central Contractor Registration (CCR)*
- ☐ *Section V – Verification of Public Inspection*
- ☐ *Section VI – General Plan*
- ☐ *Section VII – Energy Coordination*
- ☐ *Section VIII – Workforce Development Projects and Activities*
- ☐ *Section IX – Required Disclosures*
- ☐ *Section X – Barriers*